

**DPI/UWGB CCLC State-Wide Evaluation**  
**(2021-2022 Master Calendar)**

2021		
August 24-26	Virtual Cayen Training Series	
September 13 at 10:00 AM	Webinar: Review of Program Activities and Attendance Tracking	This webinar will teach you how to enter activities and track attendance in Cayen. You will learn options for tracking attendance efficiently.
October 1	Data Check	<ul style="list-style-type: none"> <li>Initial Cayen Setup – Objectives/Funding Sources/Partners/Staff</li> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
November 15 at 10:00 AM	Webinar: Advanced/New Program Features in Cayen	This webinar will give you a glance at the new features in Cayen.
November 1	Data Check	<ul style="list-style-type: none"> <li>Initial Cayen Setup – Objectives/Funding Sources/Partners/Staff</li> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
December 1	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
2022		
January 3	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
January 10 at 10:00 AM	Webinar: Using Reports in Cayen	This webinar will show you the different report features in Cayen and how you can use them to meet your needs.
January 31	<b>DUE</b> Mid-Year Report (Data pulled from Cayen)	
February 1	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
March 1	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>
March 14 at 10:00 AM	Webinar: Teacher Survey	This webinar will teach you how to send electronic teacher survey results in Cayen and upload hardcopy results.
April 1	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> <li>Teacher, Family (optional), and Student (optional) Survey</li> </ul>
May 2	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> <li>Teacher, Family (optional), and Student (optional) Survey</li> </ul>
May 9 at 10:00 AM	Webinar: Certifying APR in Cayen	This webinar will teach you how to finalize end-of-year data and certify using the Cayen system.
May TBD	<b>DUE</b> Yearly Program Report (YPR) Submission	
June 1	Data Check	<ul style="list-style-type: none"> <li>Activities, Attendance</li> <li>State Student IDs</li> </ul>

		<ul style="list-style-type: none"> <li>• Teacher, Family (optional), and Student (optional) Survey</li> </ul>
June 30	FINAL Data Check  <b>DUE</b> Fall 2021 & Spring 2022 APR Certification	<ul style="list-style-type: none"> <li>• Activities, Attendance</li> <li>• State Student IDs</li> <li>• Teacher, Family (optional), and Student (optional) Survey</li> </ul>